

SAMPLE

PLAN OF OPERATION

ENHANCED / INCREASED LAW ENFORCEMENT / LAKE PATROL SERVICES

Suggested NAICS/SINs: 561612 - Protective Service Occupations
541990L - Professional Law Enforcement Services

_____ COUNTY SHERIFF DEPARTMENT
_____ LAKE, _____ (STATE)

1. Law Enforcement services shall be provided on Government owned lands at _____ Lake, _____ County, _____ (state).
2. The Law Enforcement service currently provided consists of infrequent, unscheduled vehicle patrols on the project, conducted concurrently with duties off the project and within the county. County law officers respond to special or emergency calls on Government land in addition to routine county enforcement duties. No schedule of patrols, miles patrolled or elapsed time for each patrol has been established by _____ County.
3. The increased law enforcement services to be provided under this contract shall consist of an estimated _____ **man-hours** and an estimated _____ **miles** of vehicle patrol activity each work period to enforce applicable state and county civil and criminal laws. These hours shall include all supervision, dispatch, and administration times that are directly allocable to this project. These services shall begin DD MM YYYY, and continue through DD MM YYYY, inclusive. This contract will also contain a Government Option for the period of DD MM YYYY through DD MM YYYY and will include _____ **hours** during that option period.
4. The following schedules set forth the months and calendar days in each month that the Cooperator shall provide one (1) law enforcement officer and equipment each day to conduct frequent and unscheduled patrols.
5. In addition, the Cooperator shall provide prompt response to requests for additional law enforcement work hours when required by the Contracting Officer or his authorized representative.
6. The Cooperator shall be compensated by the Government at the agreed rate for an estimated _____ **man-hours**, for the law enforcement service provided pursuant to this contract. The contracted amount shall include labor, equipment, uniforms, supplies, materials, overhead expenses, insurance, and other allowable, allocable costs provided by this contract.
7. Work periods or portions of work periods that are not worked shall not be made up. These hours that are not worked shall be deducted from the total monthly man-hours that were scheduled. Payment shall be only for actual hours worked.
8. The Contracting Officer or his authorized representative is the individual designated to issue requests for normal and other than normal law enforcement services under this contract. The Commander of Service for _____ County, _____ (state) Sheriff's Department or his/her authorized representative is the individual designated to receive the requests for law enforcement services compensable under this contract.
9. Law Enforcement services under this contract shall be conducted by competent, trained, professional law enforcement officers employed by the _____ County, _____ (state) Sheriff's Department who meet minimal law enforcement training required by state and local laws and regulations. The Commander of Service for _____ County, _____ (state) Sheriff's Department shall provide documentation for each law enforcement officer stating the experience, qualifications, and training of those personnel expected to be assigned law enforcement duties. This documentation shall be submitted to the _____ Office, _____ (city), _____ (state)

prior to DD MM YYYY.

10. Equipment; patrol vehicles, including equipment therein and equipment worn and/or carried by the individual officer; and equipment used for emergency services normally related to law enforcement shall meet standards equal to or better than the equipment used by the Sheriff's Department in all other non-project areas in _____ County, _____ (state).
11. The Cooperator shall complete the Daily Law Enforcement Log (Exhibit 1), which will be provided by the _____ Office, _____ (city), _____ (state). These records shall be completed in a clear and concise manner, fully filled out, and faxed to the _____ Office at the end of the shift if a significant event occurred during the shift. The original Log must be signed by the Sheriff and submitted at the end of each month during the agreement period.
12. After award, but prior to commencement of work, the Cooperator, the _____ County Sheriff, and his/her deputies shall meet with _____ (gov't agency) personnel at a predetermined location for the purpose of discussing and developing a mutual understanding of the requirements and details of work.
13. The Cooperator shall submit a request for payment at the end of each month (in duplicate) during the agreement period, and a request for final payment shall be submitted at the end of the agreement period. These requests shall show the total number of hours worked during the billing period, the beginning and ending dates of the billing period, the total charge due for the period, and total miles driven each month.
14. The Cooperator shall submit an itemized schedule of expenditures incurred for services performed under the agreement. This "End of the Agreement Period Summary" (DD MM YYYY – DD MM YYYY) shall be submitted to the _____ Office, _____ (city), _____ (state) by DD MM YYYY. This summary shall be signed by the Presiding Commissioner of _____ County, _____ (state). This summary shall also contain a summation of complaints, disturbances, or incidents where drugs or alcohol are identified as a contributing factor; and a total for written warnings, citations, and arrests issued while conducting services on _____ (gov't work site).
15. Cost resulting from performing additional patrol hours, and accruing mileage in excess of the negotiated agreement and funds allocated for reimbursement, will be absorbed by the Cooperator.
16. The Sheriff's Office will provide a copy of the deputies' regular county work schedule to the _____ Office at the beginning of each month, as well as provide a new schedule any time revisions are made to the existing schedule.
17. Upon entrance to a park attended area, the lake patrol officer on duty will be required to sign in on a registration sheet (Exhibit 2) at the attendant's gatehouse, listing the date, times of entry and departure, and signature. The Cooperator is required to patrol each public use area during each work period.
18. It is understood that due to some incidents, officers may be occupied for a number of hours, which may not allow time for patrols to be completed in all public use areas. If an officer is called off project, the time away from the project will be recorded, and the Government will not be charged for this time.

**_____ COUNTY SHERIFF'S DEPARTMENT
WORK SCHEDULE CALENDAR**

MM YYYY

DATE	DAY	WORK PERIOD	HRS PER WORK PERIOD	CUMULATIVE HRS PER MONTH
<i>MM DD</i>	<i>(list Mon, Tue, etc)</i>	<i>(list 1,2,3,4, or leave blank)</i>	<i>(list # of hours in shift)</i>	<i>(list total # for this day)</i>
<i>MM DD</i>	<i>(list Mon, Tue, etc)</i>	<i>(list 1,2,3,4, or leave blank)</i>	<i>(list # of hours in shift)</i>	<i>(list total # for this day)</i>
<i>MM DD</i>	<i>(list Mon, Tue, etc)</i>	<i>(list 1,2,3,4, or leave blank)</i>	<i>(list # of hours in shift)</i>	<i>(list total # for this day)</i>
<i>MM DD</i>	<i>(list Mon, Tue, etc)</i>	<i>(list 1,2,3,4, or leave blank)</i>	<i>(list # of hours in shift)</i>	<i>(list total # for this day)</i>
<i>MM DD</i>	<i>(list Mon, Tue, etc)</i>	<i>(list 1,2,3,4, or leave blank)</i>	<i>(list # of hours in shift)</i>	<i>(list total # for this day)</i>
<i>MM DD</i>	<i>(list Mon, Tue, etc)</i>	<i>(list 1,2,3,4, or leave blank)</i>	<i>(list # of hours in shift)</i>	<i>(list total # for this day)</i>
<i>MM DD</i>	<i>(list Mon, Tue, etc)</i>	<i>(list 1,2,3,4, or leave blank)</i>	<i>(list # of hours in shift)</i>	<i>(list total # for this day)</i>
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<i>MM DD</i>	<i>(list Mon, Tue, etc)</i>	<i>(list 1,2,3,4, or leave blank)</i>	<i>(list # of hours in shift)</i>	<i>(list total # for this day)</i>
Total Work Periods For Month		<i>(total # of periods above)</i>	Total Cumulative Hours for Month	<i>(total # hours above)</i>

- WORK PERIOD #1:** 8 hours, 3:00 p.m. - 11:00 p.m.
- WORK PERIOD #2:** 10 hours, 2:00 p.m. - 12:00 midnight
- WORK PERIOD #3:** 14 hours, 12:00 noon - 2:00 a.m.
- WORK PERIOD #4:** 10 hours, 12:00 noon - 10:00 p.m.

(this form would be copied and customized for EACH MONTH during the Period of Performance)

EXHIBIT 1

DAILY LAW ENFORCEMENT LOG

FOR REPORTS REQUIRED UNDER CONTRACT WITH THE
_____ (agency), _____ (agency site), _____ (state)

Contracting Agency: _____ County Sheriff's Department

Period Worked on Government Property:

Shift #__ From:_____ To:_____ Total Hours:_____

Starting Mileage:_____ Ending Mileage:_____

Total Miles Driven:_____

of Public Contacts:_____ # of Attempts to Locate:_____

VERBAL WARNINGS (TYPE, LOCATION, TIME)

WRITTEN WARNINGS (TYPE, LOCATION, TIME) (copy of Warning required)

CITATIONS (TYPE, LOCATION, TIME) (copy of citation required)

CRIMES-ACCIDENTS (TYPE, LOCATION, TIME)-(Copy of Sheriff's Report Required)

ARRESTS (TYPE, LOCATION, TIME)-(Copy of Sheriff's Report Required)

Officer's Signature:_____ Date:_____

Sheriff's Signature:_____ Date:_____

DAILY LAW ENFORCEMENT LOG

FOR REPORTS REQUIRED UNDER CONTRACT WITH THE

_____ (agency), _____ (agency site), _____ (state)

TIME IN	TIME OUT	HRS/MINUTES	AREA	REMARKS

Officer's Signature: _____ Date: _____

Sheriff's Signature: _____ Date: _____

